

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency)		Initials Date
1. PPG		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

PS-2 comments are as shown.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chpps/PS-1	Phone No.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

F

EXTENSION

NO.

DATE

1 July 1981

A/Deputy Director of Security (PSI)

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/CD

7/1

X

You have given me your comments on Proposed PGG received attached comments from [redacted]. Please review and give me your comments.

D/L - 13 July 1981

2.

C/SSD

3.

C/SAG

4.

~~PSI/PSI~~

5.

C/ops/PSI

7/8

mm

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

If we want to be explicit we should add "and/or his or her counsel" after "former employee" para 2 line 4 of Day memo

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed

EXTENSION

NO.

DATE

1 July 1981

A/Deputy Director of Security (PSI)

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
C/CD

You have given me  
your comments on Proposed  
PGG received  
attached comments from  
Please  
review and give me your  
comments.

2.  
C/SSD3.  
C/SAG

7/1/81



D/L - 13 July 1981

4.  
Classified

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

I agree that the  
initial material  
submitted by  
the HVE should  
incorporate procedures  
available to the  
ex-employee through  
the Privacy Act and  
in consideration of  
any civil action  
by him.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)					
STAT	Proposed		EXTENSION	NO.	
STAT	FROM		DATE	1 July 1981	
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED		
	1.	C/CD			<p>You have given me your comments on Proposed PGG received attached comments from [redacted] Please review and give me your comments.</p> <p><u>D/L - 13 July 1981</u></p> <p>[redacted]</p> <p>2-5 - Plo comment note deadline</p> <p>[redacted] point is well taken. OS/ABB concurs with his recommendation to incorporate language into the regulation which will insure the protection of classified material when a former employee is involved in a disciplinary proceeding.</p>
STAT	2.	DC/SSD	2 JUL 1981	7/2 EAD	
STAT	3.	C/SAG			
	4.				
STAT	5.	C / EAB	7-2	En	
	6.				
	7.	DC/SSD	7 JUL 1981	7/7 EAD	
STAT	8.	C/OAS/PSI	7 JUL 1981		
	9.				
	10.				
	11.				
	12.				
	13.				
	14.				
	15.				

## ROUTING AND RECORD SHEET

STAT  
STAT  
STAT

SUBJECT: (Optional)

Proposed

FROM:

C/DSB/OS

EXTENSION

NO.

DATE

2 JUN 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PSD

26 JUN 1981

26/6

DB

DL to PPG 29 JUN

2.

3.

C/OPS/PTAS

6/24/81 DB

4.

5.

DD/PTAS

6/24/81 DB

6.

3-75  
Pls take steps  
to resolve the  
error indicated -

7.

C/PPG  
4E70 Hdqs.

29 JUN 1981

Attn:

8.

9.

D/L 13th July

10.

11.

12.

13.

14.

15.

C O N F I D E N T I A L

20 JUN 1981

MEMORANDUM FOR: Chief, Policy and Plans Group

ATTENTION: [REDACTED]

FROM: [REDACTED]

SUBJECT: Proposed [REDACTED]

1. Pursuant to your request, we have reviewed the draft of proposed [REDACTED] Ethical Conduct and Responsibilities of Employees. This review has revealed an area which we feel is not sufficiently covered in the regulation. Section r, regarding administrative enforcement procedures, specifies that former employees are entitled to an administrative hearing in those cases where the Designated Agency Ethics Official has initiated disciplinary proceedings. The regulation specifies that the former employee will be given adequate time to prepare a defense regarding the possible imposition of disciplinary measures. This implies that the former employee will be given access to any Agency records relating to the pending charges, and it seems reasonable to presume that this may involve access to classified information. It also seems reasonable to presume that the former employee may request copies of pertinent documents relating to the charges pending against him. [REDACTED]

2. Therefore, it is recommended that language be incorporated into the regulation which will specify that if classified information is involved in a disciplinary proceeding against a former employee, the former employee will be given the opportunity to review this material only under conditions which will ensure the protection of the material. The regulation should also include language that specifies that any copies of classified documents requested by the former employee will only be released subject to sanitization and/or declassification. [REDACTED]

C O N F I D E N T I A L

11 June 1981

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Science and Technology  
Deputy Director for Operations  
Comptroller  
General Counsel  
Legislative Counsel  
Inspector General

FROM:

Chief, Regulations Control Division

SUBJECT:

Proposed Ethical Conduct and Responsibilities  
of Employees, DRAFT A (Job #9570)

FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed regulation was initiated by the Office of Personnel. The regulation is added to describe Agency policy on ethical conduct, to establish procedures for financial disclosure and avoidance of real or apparent conflicts of interest, and to provide procedures for the administrative enforcement of postemployment restrictions.

2. Please forward your concurrence and/or comments to the Regulations Control Division by 2 July 1981. Concurrence sheets are attached for your convenience. Any questions may be directed to

Attachments:

- A. Concurrence Sheet
- B. Proposed

cc: AO/DCI  
SSA/DDA  
DIS  
OP  
OEEO  
OIS/RMD  
OC  
ODP  
OF  
OL  
OMS  
OS  
OTE  
IHSA

OS 1 1275

ADMINISTRATIVE - INTERNAL USE ONLY

## HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						<div style="border: 1px solid black; width: 100px; height: 40px; margin-bottom: 5px;"></div> <p>is added to the regulations to describe policy on ethical conduct, to establish procedures for financial disclosure and avoidance of real or apparent conflicts of interest, and to provide procedures for the administrative enforcement of postemployment restrictions.</p>

DISTRIBUTION: AB

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